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The Work Number can be used anytime, anywhere – available 24 hours a day, 7 days a week.

- Access The Work Number via <u>www.theworknumber.com</u> or 1-800-367-2884
- Available Client Service Center at 1-800-996-7566 or 1-800-424-0253 (TTY Deaf)

Monday – Friday, 7 a.m. – 8 p.m. (CST)

Times Have Changed . . . . . . So Have Your Options



General Services Administration National Payroll Branch (BCEC) 1500 East Bannister Road Kansas City, MO 64131 1-816-823-3900

# Keep Life Moving.,,



Buying a home or a new car?

Leasing an apartment?



Applying for a loan?

You'll need proof of employment or income...

GSA brings you...



www.theworknumber.com 1-800-367-2884

### Why The Work Number?

The General Services Administration,
National Payroll Branch, has contracted
for an automated service - The Work
Number® - that verifies your employment
and income in a matter of minutes with a
single phone call.

The Work Number® provides instant employment and income verification. This fast, secure service is used when applying for a mortgage or loan, for reference checking, leasing an apartment or any other instance where proof of employment or income is needed. You benefit from having control of the process – authorizing others access to your information.

## What Kinds of Information Does The Work Number Provide?

You can give a potential employer or lender access to two levels of information about you

- 1. Employment Verification
- 2. Employment Verification and Income Verification.

# If Someone Wants to Verify My Employment, What Do I Do?

Ask if the following information is sufficient

- First name, middle initial, and last name spelled out,
- Your employment status,
- Most recent start or termination date,
- Total time with your agency,
- Job title

If this information is sufficient, simply enter your social security number in the attachment below and give to the verifier.

# What if Someone Needs Additional Information About My Salary and Income?

In addition to the basic information, you can authorize the system to give a verifier information about your

- Total salary,
- · Gross earnings year-to-date,
- Overtime,
- Bonuses, and
- Gross earnings for the prior 2 years

To receive employment and income verification, the verifier will need a 6-digit code called a "Salary Key". You can have a maximum of 3 "Salary Keys" at one time. Each code can be used only once, by one verifier. Complete the entire attachment and give to the verifier.

### **Follow These Easy Steps:**

#### For Proof of Employment only:

- Enter Social Security Number (SSN) in box below
- Tear off section below and give to verifier

#### For Proof of Employment and Income:

- 1) Go to the Work Number at either
  - www.theworknumber.com/employee, or
  - Call 1-800-367-2884
- 2) Enter the following information
  - Your Agency Employer Code (See reverse side of flyer)
  - Your Social Security Number
  - Your PIN (consists of 4 digits of your birth year + last 4 digits of your SSN)
- 3) Select to obtain a Salary Key and then write down the Salary Key given to you
- 4) Tear off section below & give to verifier.

To obtain proof of employment and/or income on an employee from GSA

#### For Employment Verification

- 1) Access The Work Number either via:
- www.theworknumber.com/verifier or
- Call 1-800-367-5690
- 2) Enter
  - Your Agency Employer Code:
  - The Employee's Social Security Number -

#### For Employment and Income Verification

Enter in the Salary Key provided to you by the employee